

**ACCOUNTING TECHNICIAN**  
**REVIEW OF JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** January 2006

**Collective Bargaining Identification:** R04

**Job Analysis Conducted By:** Julie Amaro, Staff Services Analyst

**Number of Incumbents:** Per Department of Corrections and Rehabilitations Filled/Vacation Position Report dated March 13, 2006, there are 236 incumbents in this classification.

**Names of the Subject Matter Expert(s) and their background:**

**Stanley Gong, Senior Accounting Officer - Supervisor**

Mr. Gong is currently employed as a Senior Accounting Officer – Supervisor by the California Department of Corrections and Rehabilitation. He has held this position for the past year. Prior to this, he was an Accounting Officer – Supervisor for four years with the California Youth Authority.

**Mary Ann Barrica, Accounting Officer - Specialist**

Ms. Barrica is currently employed as an Accounting Officer – Specialist in the Inmate Services Accounting office. She has held this position for a year and two months.

**Alisha Hukill, Accounting Technician**

Ms. Hukill is currently employed as an Accounting Technician in the Headquarters Accounting Services Section. She has held this position for a year and four months.

## **ACCOUNTING TECHNICIAN INFORMATION GATHERING**

The Subject Matter Experts reviewed the existing job analysis for the Accounting Technician classification, dated March 2001, to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, Willingness Statements were added. Copies of the revised tasks and KSA's have replaced the old Tasks and KSA's; however, the original language has been maintained on disk in this binder marked Job Analysis March 2001.